



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
(508) 839-5335 h FAX (508) 839-4602
www.grafton-ma.gov

RECEIVED TOWN CLERK
GRAFTON, MA
2022 MAR 18 AM 9:06

DISABILITY COMMISSION
(Regular Meeting)
Approved Meeting Minutes
Thursday, February 17, 2022 – 6:30 p.m.
Minutes approved 3-17-22

Present: Catherine Dore, Bob Berger, Kristie Proctor, Rob Polsinelli, Laura Deneen joined at 6:41 pm, Daryl Rynning (left at 7:47 pm), and Chair Roger Trahan.

Roger Trahan called the meeting to order at 6:35 PM. Roger called on the commission members names by roll call vote:

DR	Yes
KP	Yes
CD	Yes
RP	Yes
RB	Yes
LD	-
RT	Yes

Chair Trahan read the open meeting notes and participation guidelines. The meeting was recorded. All supporting documents may be found on the Disability Commission website for the Town of Grafton.

1. Announcements

- Annual Conflict of Interest and Open Meeting Law Training
(Deadline April 9, 2021 / see Roger's 2/10/22 email to Commission)
- Disability Day of Mourning – Tuesday, March 1, 2022
 - <https://disability-memorial.org/>
 - <https://autisticadvocacy.org/projects/community/mourning/>

- Catherine Dore will send information to William Blake for posting on the town web site.
- 2022 Winter Paralympics - to be held after the Olympics March 4-13 in Beijing, China.
- Black History Month announcement from Kristie Proctor: As we celebrate Black History Month, which takes place every February, the Disability Commission recognizes the contributions made and the important presence of African Americans in the United States. It is important to note this includes more than 5.5 million African Americans living with a disability.

2. External Correspondence - none

3. Meeting Minutes

a. January 20, 2022 (regular meeting)

Action: Daryl Rynning made a motion to approve the January 20, 2022 meeting minutes; Laura Deneen seconded. Discussion ensued.

DR	Y
KP	Y
CD	Y
RP	Y
RB	Y
LD	Y
RT	Y

Motion carried unanimously, 7-0.

b. February 10, 2022 (workshop meeting)

Action: Daryl Rynning made a motion to approve the February 10, 2022 meeting minutes; Rob Polsinelli seconded. Discussion ensued regarding inclusion of the draft in the meeting minutes.

Chair Trahan called a vote:

DR	Y
KP	Y
CD	Y
RP	Y
RB	A
LD	A
RT	Y

Chair Trahan called the motion carried, 5-0-2

February 17, 2022 Disability Commission Agenda continued:

4. Disability Commission charge (revisions)

Working document draft of the proposed versions.

Thoughts on the name of our commission?

Laura Deneen – based on the language in our charge which is accessibility, updating with the name ‘accessibility’ makes sense.

Roger Trahan – Accessibility Advisory Commission?

Daryl Rynning – agrees with Laura as a more appropriate name for the committee and agrees with the advisory word added to our commission’s name.

Action: Daryl Rynning moved to draft a name change to the ***Accessibility Advisory Commission***; Bob Berger seconded the motion.

Roger took a roll call vote and declared the motion carried unanimously, 7-0.

DR	Y
KP	Y
CD	Y
RP	Y
RB	Y
LD	Y
RT	Y

5. Project Updates and General Updates

- a. Grafton Public Library – including execution of MOD grant award documents and subsequent purchase of assistive technology.

Update: Beth Gallaway, Town of Grafton Library Director, reported that the hardware has been ordered using grant funds. Software (not covered by grant funds) has been requested for the existing PCs.

b. School District

1. ADA Self-Evaluation & Transition Plan

Update: not completed and the plan will not come with estimates from retrofit due to the inflation of cost of materials

2. Request for CPA/CPC funding (\$280,000) - S. Grafton Elementary School playground and surrounding area.

Update: support the application and waiting for further details.

Action: Roger Trahan moved that the commission support the school department's request for CPC funding of \$280,000 for accessibility improvements for South Grafton Elementary School playground and surrounding areas and authorize the chair of the Disability Commission to draft a letter of endorsement/support for the school committee's request for funding addressed to the CPC and cc-ed the Town Administrator, school committee chair (Amy Marr) and school superintendent (Dr. Jay Cummings).

Seconded by Daryl Rynning. No other discussion.

Chair Trahan took a roll call vote:

DR	Y
KP	Y
CD	Y
RP	Y
RB	Y
LD	Y
RT	Y

c. Eagle Trail (Behind Center Library)

Discussion of accessible/inaccessible space. Concern for the way the project was allowed to go forward without formal plans for accessibility. Should Roger write a letter? Bob Berger suggested that Chair Trahan request an audience with the Select Board and voice concerns during public input. Need to move this information along to the Select Board and get in front before the time of the trail's official opening which has concerns (accessibility, wetlands, firm surfaces, no curb cut). This trail is not accessible to a large group of people in the community. The commission is happy to talk about it and discuss concerns, but the town is being warned

that the town is not compliant with ADA and opening itself for legal action/liability. Chair Trahan will write an email to the Town Administrator. Regardless of response, the notification needs to go out to the town. If no response to Roger Trahan's request to get on the agenda, Chair Trahan can go to the meeting and speak during public comments. Both Daryl Rynning and Laura Deneen will proofread Roger's email to the Select Board.

Laura Deneen signed off at 7:47 pm.

6. Old Business

a. Grafton Master Plan –Disability Commission input

Brief statement for Dave Robbins to guide the master plan to be accessible and designed for the most users. Invitation to keep the lines of communication open between our commissions.

b. Any other old business

1. A town resident has complained about the ramp at the entrance of the municipal center. Ramp does not need a railing as slope is only 5%, and the turn radius is fine. Doors do not have to have automatic openers, and she is right that the door is too small (width). The door has been recommended to be re-done.
2. Still waiting to complete the library due to delay in materials and furnishings.

7. New Business

None

8. Next Meeting

Regular Meeting - Thursday, March 17, 2022 at 6:30p.m.

https://www.grafton-ma.gov/sites/g/files/vyhlif4461/f/pages/disability_commission_meeting_packet_02.17.2022.pdf



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PUBLIC MEETING
REMOTE PARTICIPATION GUIDELINES

March 24, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, the various Boards and Committees representing the Town of Grafton will conduct their public meetings and hearings via remote participation. No in-person attendance of members of the public will be permitted.

In Advance of Meetings:

- All non-emergency items are still required to be properly posted at least 48 hours in advance of the meeting. This is still done by contacting the Clerk's Office.

- All members should receive the same documents for the meeting electronically
- Supporting documents should be posted on the Town website and be available for members of the public.
- For meetings with public participation, encourage written public comments.

Essential Components for Remote Meetings:

- Access to participate for a quorum of committee members at the time of the meeting.
- Ability to take minutes which accurately reflect the meeting and the votes taken.
- Ability to record meeting for playback (this is not required under the order, but is preferred)
- Ability to allow for real-time public participation/comments (this is not required under the order, but is preferred)
- Meetings with public hearings must provide access for third party participation to all members of the committee.

Identifying the Proper Medium to Conduct Meetings:

While we are suspending the use of Municipal Center Conference Rooms and the local broadcasting equipment, there are alternatives for Boards and Committees to consider. Below are a few options available to Committees. There may be alternatives that members are more comfortable using which will be permitted so long as the essential components for all meetings are met through use of that medium.

- *Executive Town of Grafton Zoom Account with Webinar Functions* – this account was purchased by the Town Administrator's Office and has a webinar function for hosting meetings that require public participation/third party access for participation. This method is currently the preferred method and should be used by Boards and Committees that have hearings and require third party participation through public comments or from applicants seeking permits. (includes but is not limited to: Select Board, Planning Board, ZBA, CPC, School Committee, Conservation Commission)
 - At this time, the Town only has one executive host account with a webinar feature. If you wish to use the executive zoom account with webinar feature, you may need to schedule

meetings at different times/days than your board typically meets to ensure no conflict with other meetings.

- *Standard/Free Zoom Accounts* – Anyone can access a free zoom account with up to 100 participants for a maximum 40-minute meeting. This function will allow for Boards and Committees to record their meetings for future playback and the ability to share screens. Please note that there are several systems available that offer similar abilities and any of them can be used for this purpose. (ex. Google Meet, Skype for Business, Microsoft Teams, etc.)
- *Free Conference Call Line*- For Boards and Committees that typically do not have recorded meetings and require little third-party interaction, the free conference call line is an option. This option does not have a record feature so accurate minute taking is critical.
- *Local Cable Access*- Currently, the town is not allowing for local cable access broadcast through the conference rooms in the Municipal Center. However, to the extent possible, local cable will be used if it is accessible and safe for staff, committee members, and members of the public.

Use of Zoom for Remote Access to Public Meetings

Zoom Video Communications, Inc. ("Zoom") can be used for remote conferencing services to allow for remote access to public meetings. Access numbers and web addresses will be provided as part of each meeting's agenda posted to the town calendar on the homepage of Grafton's website, www.grafton-ma.gov.

Meetings can be accessed from your personal computer, cellphone and/or telephone. It is anticipated that most Board and Committee meetings will continue to be broadcasted by Grafton Access Television through Zoom's "Record" feature.

Protocols for Remote Public Meetings Using the Webinar Feature

- All participants entering the meeting via a personal computer (“computer participants”) are required to rename themselves with their official first and last name.
- Computer participants are encouraged to click on the “Participants” feature in Zoom to view all participants and to view/use the “Q&A” function to pose questions on the bottom of the screen.
- Computer participants may “Pin” to a particular video screen.
 - It is recommended to “Pin” to the staff member associated with the committee, or in the case where there is no staff member, to the Chairperson. This can be done by right clicking over the three (3) dots symbol in the top right corner of the staff/Chair’s video screen.
- The Chair or present support staff should adhere to the script provided as an attachment to this document for the purpose of properly recognizing members and providing information to the public. (This script is a draft/guide and should be tailored to your needs)
- The Chairman will identify him or herself.
- The Chairman will conduct a roll call of the Board.
- The Chairman will call the meeting to order.
- All participants (excluding Board members) will be muted throughout the meeting and must use the Q&A function.
- All participants are required to include their name and address when using the chat feature to pose a question through the Chairperson.
- All documents displayed throughout the meeting will be controlled by the present staff member or Chairperson.
 - Only computer participants will be able to view documents.
- If and when the Chairman allows for public comments/questions, it will be conducted in the following sequence:
 1. The Chairman will read public comments/questions received in advance of the meeting followed by real-time Board and/or applicant responses.
 2. The Chairman will read real-time comments/questions typed by computer participants in the “Q&A” feature followed by real-time Board and/or applicant responses.
 - Computer participants must click on “Q&A” to enter their comment/question.

- The staff or Chair will address the question live to the Board. It will be discussed and then marked “answered” by the staff or Chair.
- 3. The Chairman will ask if any other participants accessing the meeting have comments/questions.
- Board members needing to be recused at any point during the course of a meeting will be placed in a virtual “Waiting Room” by the staff person or Chairperson.

Directions to access meetings will be posted on agendas for the public when available.